



DELEGATION OF PURCHASE AUTHORITY

STATE PROCUREMENT OFFICE

SFN 2566 (10-2005)

SECTION 1: COMPLETED BY EMPLOYEE

Employee Name	Division
Department Name	Department Number

The above named employee has completed Office of Management and Budget State Procurement Officer Certification training or an approved equivalent to become eligible for delegated purchase authority as indicated below. Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and OMB written directives, and agency internal policies and procedures related to procurement (N.D.A.C. 4-12-03-04). Violations of state laws, rules and OMB written directives relating to procurement will be reported the employing agency for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (ref. N.D.A.C. 4-12-01-06).

CERTIFICATION LEVEL	ELIGIBLE FOR DELEGATED AUTHORITY NOT TO EXCEED	DATE COMPLETED
Level 1 Procurement Course (Prerequisite for Levels 2 and 3)	Up to \$2,500	
Level 2 Procurement Course (Up To \$25,000)	Up to \$25,000	
Level 3 Procurement Course (Over \$25,000) Reviews Required: a. IT purchases over \$25,000 must be reviewed by ITD. <i>Reference</i> IT Standard STD-ITD-001. b. It is recommended that purchases over \$250,000 be reviewed by the Attorney General's Office. <i>Reference</i> 2002 Contract Drafting and Review Manual.	Over \$25,000	
Provisional Granted by OMB State Procurement Office		

Employee Signature	Date
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SECTION 2: COMPLETED BY DEPARTMENT DIRECTOR OR DESIGNEE

Indicate the specific purchase authority dollar limit being delegated to this employee. The delegation may specifically include or exclude certain commodities or services (N.D.A.C. 4-12-03-01).

TYPE OF PROCUREMENT	DELEGATED AUTHORITY NOT TO EXCEED	COMMENTS
Printing	\$	Printing may not exceed \$2,500 in accordance with the OMB Agency Delegation of Purchase Authority.
	\$	
	\$	
	\$	

Department Director or Designee Signature	Date
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Retain this purchasing delegation on file at the department.